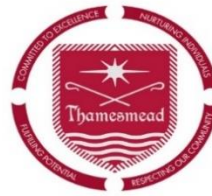


Thamesmead School



Job Description

Job Title:	Pastoral Manager
Hours per week/ Weeks per year?	36 hours per week over 39 weeks per year
Times of work:	08.30 – 16.30 Monday to Friday (term time) with 30 minutes for unpaid break (not during student lunch times)
Surrey Pay Grade:	S6 £25,315.47 - £27,149.11 per annum
Responsible for:	Pastoral Leadership, Student Progress, Behaviour and Standards in Year Team
Responsible to:	Head of Year

Purpose of the Post:

- To support the Head of Year to provide high quality leadership, providing pastoral care and support for students, ensuring excellent attendance and punctuality; identifying barriers to learning and behaviour issues and finding effective strategies to intervene.
- To support high quality safeguarding and wellbeing support for all students in the year group as well as additional support for vulnerable learners and those considered at risk.
- To establish positive relationships with students, parents, staff and external agencies in line with the school's strategic vision and values
- To support the consistent implementation of school policies, routines and expectations

Key responsibilities:

- To support students in their learning and encourage positive attitudes and behaviour through the Thamesmead Values
- To support the Heads of Year to communicate with members of staff in relation to student behaviour, safeguarding and wellbeing
- To have an overview of student attendance and punctuality, liaising with form tutors, the Inclusion Team, the SEND Team and external agencies including Education Inclusion as necessary
- To implement strategies to improve year group attendance, including meeting with parents, promoting and rewarding excellent attendance
- To monitor students' behaviour and welfare by creating and maintaining behaviour and achievement logs; wellbeing plans, risk assessments, Pastoral Support Plans and making referrals to internal and external agencies
- To undertake timetabled periods of 'On Call', support the supervision of IEU and other structures and routines in the management of behaviour in the school's daily routine
- To work closely with the Safeguarding Team to ensure that vulnerable students are safeguarded effectively
- To attend meetings regarding the welfare of students, including Child in Need and Child Protection reviews

- To actively lead in managing student behaviour in the year group, leading detentions and restorative meetings as well as establishing and implementing other appropriate consequences for misbehaviour
- To be on call and available to support students and respond to parents, members of staff and external agencies throughout the day
- To establish and maintain positive relationships between students, parents, staff and external agencies
- To know the vulnerable students within the year groups and act as a champion for them, supporting their needs and ensuring staff are aware of how to support them
- Be an active member of the pastoral team, looking for solutions to problems or issues that arise

Key Tasks:

- To investigate and resolve issues of behaviour, safety, wellbeing and attendance
- To liaise and communicate with students, staff, parents and external agencies
- To organise, attend and communicate the outcomes of student and parent meetings
- To be available to students through the day including during break and lunch duty as required
- To complete regular learning walks, visiting lessons to monitor students' punctuality, behaviour and engagement
- To be a point of contact for parents after Form Tutors in relation to concerns regarding barriers to learning, behaviour, safeguarding and welfare
- To coordinate the collection of work for students while they are internally/externally excluded or working at a Temporary Alternative Provision (TAP)
- To prepare reports on students, including attendance, punctuality, behaviour and rewards
- To coordinate the implementation of Pastoral Support Plans, Behaviour Support Plans, Wellbeing Plans, Risk Assessments and other interventions
- To support the referral and administration of intervention and support from outside agencies
- To support and promote student participation and active involvement in wider curricular activities
- To uphold standards within the school relating to attendance, punctuality and conduct
- To provide general administrative support for the Heads of Year as required
- To use the school Management Information System to award house points for positive behaviour and ensure positive messages are shared with parents
- To work with the pastoral team, covering and supporting colleagues as required as part of the team

General

- To have due regard to the School's Health and Safety and Safeguarding Policies
- To take part in the annual performance management and appraisal process
- To undertake training and engage in continued professional development, including child protection and safeguarding
- To undertake other reasonable duties as assigned by the Headteacher, in line with the post holders' skills and experiences
- Setting of reflective tasks for students Internally Excluded. Seeking to improve the intervention of students so that the number of students excluded from lessons, either internally or externally are reduced

Thamesmead School is committed to safeguarding and promoting of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.